

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval to Acquire Office Space in [] Building

FROM:

John M. Ray
Director of Logistics

EXTENSION

NO.

OL 13382-86

DATE

4 September 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

O-1:
Per [] the DDA has authority to approve up to 5,000 square feet and up to \$100,000 in annual rent. This request falls within these guidelines.

John

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Request for Approval to Acquire Office Space
in Building

REFERENCE: Memorandum for Director of Logistics,
fm Director of Security, dtd 7 July 1986,
Same Subject (OS 6 4288)

1. The attached Director of Security request for acquisition and renovation of 4,000 square feet of additional office space requires the approval of the Deputy Director for Administration. Funding for this action will be identified before the acquisition is accomplished.

2. Your approval is requested to proceed with acquisition of this additional office space.

John M. Ray

Attachment

cc: D/OS

APPROVAL:

/s/ William F. Donnelly

4 SEP 1986

Deputy Director for Administration

Date

ADMINISTRATIVE - INTERNAL USE ONLY

OL 13382-86



STAT

SUBJECT: Request for Approval to Acquire Office Space in
[redacted] Building

STAT

OL/RECD [redacted] (4 September 1986)

Distribution:

- Original - return to OL (RECD Official)
- 2 - DDA (one w/att)
- 1 - D/OS
- 1 - OL/RECD Chrono
- 1 - OL Files
- 1 - OL/RECD Reader
- 1 - RECD/REB Chrono

TACHMENT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Security

EXTENSION

NO.

05-6-4288



logged

DATE

7 JUL 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

2.

3. D/OS

4.

5.

6.

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9.

10.

11.

12.

13.

14.

15.

ADMINISTRATIVE - INTERNAL USE ONLY

7 JUL 1986

MEMORANDUM FOR: Director of Logistics

FROM: [REDACTED]

Director of Security

SUBJECT: Request for Approval to Acquire Office Space
in [REDACTED] Building

1. Action Requested: This memorandum requests your approval for an additional 4,000 square feet of office space in the [REDACTED] Building to house the Office of Security, Security Education Staff/AS.

2. Background: The Office of Security, during the past several months, has been undergoing extensive reorganization and expansion. Our new structure and expansion of staff requirements has caused us to reconfigure our existing quarters and to seek space in other facilities outside the [REDACTED] buildings. The impending move of a large part of our Polygraph Division to [REDACTED] building is a good example.

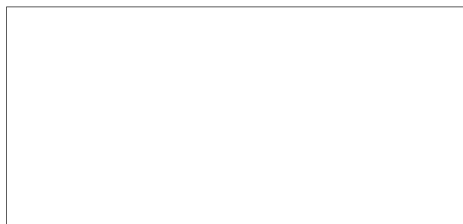
Because of expanded staff requirements two of our highest priorities are recruiting and training. We are in the process of launching an expanded recruitment program and need the contiguous space in the [REDACTED] Building now occupied by our Security Education Staff (SES) to expand our Personnel Management Staff. Thus we need to relocate our Security Education Staff and the move [REDACTED] would allow us to combine our polygraph training component with the rest of the SES now located [REDACTED]. As all new Security Officers, including those who enter the polygraph program, receive four to six weeks of general security training, the relocation of the SES [REDACTED] would provide an ideal training environment for all concerned. Staff and students alike would benefit since related training components could share both space and training materials. Approval of this request would, for the first time, provide the Office of Security with an appropriate physical space allocation, thus allowing us to adequately administer our critically important training programs.

OS 6 4288

ADMINISTRATIVE - INTERNAL USE ONLY

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STAT

3. Recommendation: Your approval is requested to proceed with the acquisition of the remaining office space on the second floor of Building.



APPROVED:

Director of Logistics

Date

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